

Who, what, where, is the original paper, is the facility Data, or is it provided only in the eFDB Documents

Location of the Notebook (and other notes)	Required Documents (separate row for paper and electronic format)	Non-Trial Specific (Facility Record, <i>sometimes</i> ) <sup>1</sup>	Trial Specific (where this is in eFDB)
<b>Part 1: SOP Index</b>	SOP Index (SOP ToC)	Electronic and Printed Original, Signed, Archived	Uploaded PDF (true copy, TC)
<b>Part 2: Personnel Qualifications</b>  (if not directly entering in the eFDB forms)	CVs/ Resumes	Electronic and Printed Original, Signed, Archived	Uploaded PDF (TC)
	Part 2B Paper Forms	N/A	Wet Paper: Paper RDN + Uploaded PDF
<b>Part 3: Notes and Communications</b> (In addition to the Notes button)	E-mails, other digital communication like text messages, pictures sent	N/A	PDFs, becomes an original when uploaded
	All paper notes and Part 3B Form	N/A	Wet Paper: Paper RDN + Uploaded PDF
<b>Part 4: Test Substance Docs</b>	All paper documents received with test item (CoA, CoC, SDS, etc)	N/A (SDS/ labels may be on file, see SOPs)	Wet Paper: Paper RDN + Uploaded PDF
<b>(ADJUVANTS: GLP/NON- GLP)</b>	Any Digital Documents (label, SDS for test item and adjuvant(s), etc)		Uploaded PDF, becomes an original when uploaded
Part 4: Storage Temperature Log(s) <b>(GLP/NON- GLP)</b>	Paper temperature graph(s) or table(s) for test item storage	In Most Case: (Electronic and Printed or Wet) Original, Signed, Archived <b>Or</b> : Unique situation, and there is no need for a "Facility Record" at the test site. N/A	Uploaded PDF (TC) <b>Or</b> : Wet Paper: Paper RDN + Uploaded PDF
	Electronically generated or paper records (e.g. Temporary storage data)		<b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded

<sup>1</sup>Note: NA for Non-Trial Specific is my expectation. If these records are kept as a facility record, the original should not be sent with the paper FDN. Instead, follow the facility record procedures: Upload the true copy to the eFDB, retain the original on site and archive with facility records annually.

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Part 4: Balance Calibration Log (if not directly entering in the eFDB forms)	Paper check log	If wet entered, Original, Signed, Archived	Uploaded PDF (TC)
<b>Part 5: Map to the Test Site</b>	Electronic map or drawing	In Most Case: (Electronic and Printed or Wet) Original, Signed, Archived  <b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	Uploaded PDF (TC)  <b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded  Wet Paper: Paper RDN + Uploaded PDF
Map of the Test Plot Area	Paper wet entered Part 5B.1 Form	N/A	Wet Paper: Paper RDN + Uploaded PDF
	Electronically generated map		Uploaded PDF, becomes an original when uploaded
Plot Plan	Paper wet entered Part 5C.1 Form	N/A	Wet Paper: Paper RDN + Uploaded PDF
	Electronically generated map		Uploaded PDF, becomes an original when uploaded
Part 5: Crop Documents	Any paper documents related to the crop (seed packet info)	NA	Wet Paper: Paper RDN + Uploaded PDF

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Soil Characterization Docs <b>(NON- GLP)</b>	Soil Survey(s), Lab characterization results	In Most Case:  (Electronic and Printed or Wet) Original, Signed, Archived  <b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	Uploaded PDF (TC)  <b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded  Wet Paper: Paper RDN + Uploaded PDF
Trial Site Pesticide/ Crop History <b>(NON- GLP)</b>  (if not directly entering in the eFDB forms)	Wet Paper Grower/ Station Records  Electronically generated records	In Most Case:  (Electronic and Printed or Wet) Original, Signed, Archived  <b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	Uploaded PDF (TC)  <b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded  Wet Paper: Paper RDN + Uploaded PDF
Cultural Practices Log <b>(NON- GLP)</b>  (if not directly entering in the eFDB forms)	Wet Paper Grower/ Station Records  Electronically generated records		
Maintenance Fertilizer and Pesticide Log <b>(NON- GLP)</b>  (must be entered in eFDB Part 5H Form)	Wet Paper Grower/ Station  Electronically generated records		

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Who, what, where, is the original paper, is the facility Data, or is it provided only in the eFDB Documents

Location of the Notebook (and other notes)	Required Documents (separate row for paper and electronic format)	Non-Trial Specific (Facility Record, <i>sometimes</i> ) <sup>1</sup>	Trial Specific (where this is in eFDB)
<b>Part 6: Application Equip. Diagram</b>	Paper wet entered Part 6B.1 Form	In Most Case (per crop/ boom combination):  (Electronic and Printed or Wet) Original, Signed, Archived  <b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	Uploaded PDF (TC)  <b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded  Wet Paper: Paper RDN + Uploaded PDF
	Electronically generated image or diagram		
Application Hand Calculations	Paper, wet entered calculations	N/A	Wet Paper: Paper RDN + Uploaded PDF
	Electronic calculations, excel file with formula		Uploaded PDF, becomes an original when uploaded
Application Equipment Repair	Paper wet entered Part 6M Form or other equipment log or document(s) on paper	In Most Cases:  (Electronic and Printed or Wet) Original, Signed, Archived  <b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	Uploaded PDF (TC)  <b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded  Wet Paper: Paper RDN + Uploaded PDF
	Electronically generated log		
Additional Application Forms/ Transcribed into eFDB forms	Wet paper “backup” application event forms	NA	Wet Paper: Paper RDN + Uploaded PDF

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Location of the Notebook (and other notes)	Required Documents (separate row for paper and electronic format)	Non-Trial Specific (Facility Record, <i>sometimes</i> ) <sup>1</sup>	Trial Specific (where this is in eFDB)
<b>Part 7: Freezer Temperature Log</b> <b>(GLP/NON- GLP)</b>	Part 7C Form Paper or Other log or document(s) wet entered	In Most Cases:  (Electronic and Printed or Wet) Original, Signed, Archived	Uploaded PDF (TC)  <b>Or</b> Wet Paper: Paper RDN + Uploaded PDF
	Electronic Temperature graph(s) or table(s) for storage	<b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	<b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded
Freezer Contents Log	Part 7D Form or Other log or document(s) wet entered	In Most Cases:  (Electronic and Printed or Wet) Original, Signed, Archived	Uploaded PDF (TC)  <b>Or</b> Wet Paper: Paper RDN + Uploaded PDF
	Electronic Contents log	<b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	<b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded
Freezer Repair Log	Part 7E Form or Other log or document(s) wet entered	In Most Cases:  (Electronic and Printed or Wet) Original, Signed, Archived	Uploaded PDF (TC)  <b>Or</b> Wet Paper: Paper RDN + Uploaded PDF
	Electronic Repair log	<b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	<b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded

<sup>1</sup>Note: NA for Non-Trial Specific is my expectation. If these records are kept as a facility record, the original should not be sent with the paper FDN. Instead, follow the facility record procedures: Upload the true copy to the eFDB, retain the original on site and archive with facility records annually.

Who, what, where, is the original paper, is the facility Data, or is it provided only in the eFDB Documents

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<b>Part 8: Residue Sample CoC</b>	Part 8B Form or Other CoC or document(s)	N/A	Uploaded PDF (TC)  (original shipped to lab – Lab SOP)
Sample Arrival Check Sheet	Part 8C Form or Other arrival document(s)	N/A	When received upload the receipt PDF (TC)  (original – lab SOP)
<b>Part 9: Daily Weather Records</b>  <b>(GLP/NON- GLP)</b>	Part 9A Form or Other weather document(s) printed or wet signed	In Most Cases:  (Electronic and Printed or Wet) Original, Signed, Archived	Uploaded PDF (TC)  <b>Or</b> Wet Paper: Paper RDN + Uploaded PDF
	Electronic weather log	<b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	<b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded
Other Meteorological Records <b>(GLP/NON- GLP)</b>	Irrigation data, Greenhouse data, or Other printed or wet signed	In Most Cases:  (Electronic and Printed or Wet) Original, Signed, Archived	Uploaded PDF (TC)  <b>Or</b> Wet Paper: Paper RDN + Uploaded PDF
	Electronic data log	<b>Or:</b> Unique situation, and there is no need for a “Facility Record” at the test site. N/A	<b>Or</b> if electronically generated and not for future/ past use: Uploaded PDF, becomes an original when uploaded

<sup>1</sup>Note: NA for Non-Trial Specific is my expectation. If these records are kept as a facility record, the original should not be sent with the paper FDN. Instead, follow the facility record procedures: Upload the true copy to the eFDB, retain the original on site and archive with facility records annually.

**IR-4**

**Electronic Field Data Book**

**Paper Raw Data**

**2023**

Field ID No. \_\_\_\_\_

**IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA**  
**CHAIN OF CUSTODY FOR IR-4 ELECTROINC FIELD DATA BOOK -**  
**PAPER RAW DATA**

The Field Research Director shall start the chain of custody log by completing the first row. Once raw data entry has placed in the Electronic Field Data Book (eFDB) Paper Raw Data, the documents are to be in the custody of the Field Research Director (or personnel under the Field Research Director's supervision). When the eFDB Paper Raw Data is transferred to another individual (e.g. sending to IR-4 Regional Field Coordinator), the sender must note to whom and when the eFDB Paper Raw Data is sent. **The recipient must sign the next block and date the form upon receipt.**

Signature of Field Research Director: \_\_\_\_\_ Date \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Initials** \_\_\_\_\_

**Field Data Book sent/given to:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

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Signature of Recipient: \_\_\_\_\_ Date \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Initials** \_\_\_\_\_

**Field Data Book sent/given to:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

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Signature of Recipient: \_\_\_\_\_ Date \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Initials** \_\_\_\_\_

**Field Data Book sent/given to:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

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Signature of Recipient: \_\_\_\_\_ Date \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Initials** \_\_\_\_\_

**Field Data Book sent/given to:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

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Signature of Recipient: \_\_\_\_\_ Date \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Initials** \_\_\_\_\_

**Field Data Book sent/given to:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

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Signature of Recipient: \_\_\_\_\_ Date \_\_\_\_\_

**Printed name:** \_\_\_\_\_ **Initials** \_\_\_\_\_

**Field Data Book sent/given to:** \_\_\_\_\_ **Date Sent:** \_\_\_\_\_

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Field ID No. \_\_\_\_\_

## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

### GENERAL INSTRUCTIONS FOR THE COMPLETION OF THE IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

This book is designed for use in collecting and maintaining paper raw data, generated in the course of completing a field trial sponsored by the IR-4 Project that must be conducted in compliance with the EPA or OECD Good Laboratory Practice Standards.

Most raw data can be entered directly into the eFDB forms. Other required data must be uploaded as document scans or other electronic files. Any trial specific, original documents or printed and signed electronic files must be included in this eFDB Paper Raw Data book.

Optional paper forms are provided for entering required data. Upload the form(s) and if necessary, transcribe the data, to the eFDB and retain the original entries in this book. Alternatively, provide the required data in another format via uploading to the eFDB. Retain trial specific original data and printed paper in this paper book. Remove from this paper book the optional form(s), if not used for providing raw data in this trial.

Document below whether the required portions of the paper raw data have been uploaded to the eFDB.

Required Documents	Check All Raw Data Uploaded to the eFDB for this Trial*	Initial/Date
Part 1: SOP Index	<input type="checkbox"/> SOP Index	
Part 2: Personnel Qualifications	<input type="checkbox"/> CVs/ Resumes <input type="checkbox"/> Part 2B Form	
Part 3: Notes and Communications	<input type="checkbox"/> All paper notes & correspondence. <input type="checkbox"/> Part 3B Form	
Part 4: Test Substance Shipping Doc	<input type="checkbox"/> All paper documents received with test item <input type="checkbox"/> None	
Certificate(s) of Analysis	<input type="checkbox"/> All paper certificates of analysis for test item <input type="checkbox"/> None	
Product Label(s)	<input type="checkbox"/> All product labels for test item and adjuvant(s) <input type="checkbox"/> None	
Storage Temperature Log(s)	<input type="checkbox"/> Temperature graph(s) or table(s) for test item	
Balance Calibration Check Log	<input type="checkbox"/> Paper balance check log <input type="checkbox"/> None	
Part 5: Map to the Test Site	<input type="checkbox"/> Printed an electronic map or provided a drawing	
Map of the Test Plot Area	<input type="checkbox"/> Printed an electronic map <input type="checkbox"/> Part 5B.1 Form	
Plot Plan	<input type="checkbox"/> Printed an electronic plot plan <input type="checkbox"/> Part 5C.1 Form	
Crop Documents	<input type="checkbox"/> All paper documents related to the crop <input type="checkbox"/> None	
Soil Characterization Docs.	<input type="checkbox"/> Soil Survey(s) <input type="checkbox"/> Lab characterization results <input type="checkbox"/> None	
Trial Site History	<input type="checkbox"/> Grower/ Station Records <input type="checkbox"/> Part 5F Form <input type="checkbox"/> None	
Cultural Practices Log	<input type="checkbox"/> Grower/ Station Records <input type="checkbox"/> Part 5G Form <input type="checkbox"/> None	
Maintenance Fert. and Pest. Log	<input type="checkbox"/> Grower/ Station Records <input type="checkbox"/> Part 5H Form <input type="checkbox"/> None	
Part 6: Application Equip. Diagram	<input type="checkbox"/> Printed diagram <input type="checkbox"/> Part 6B Form	
Application Hand Calculations	<input type="checkbox"/> Printed or hand written calculations <input type="checkbox"/> None	
Application Equipment Repair	<input type="checkbox"/> Part 6M Form <input type="checkbox"/> Other log or document(s)	
Part 7: Freezer Temperature Log	<input type="checkbox"/> Part 7C Form <input type="checkbox"/> Other log or document(s) <input type="checkbox"/> None	
Freezer Contents Log	<input type="checkbox"/> Part 7D Form <input type="checkbox"/> Other log or document(s) <input type="checkbox"/> None	
Freezer Repair Log	<input type="checkbox"/> Part 7E Form <input type="checkbox"/> Other log or document(s) <input type="checkbox"/> None	
Part 8: Residue Sample CoC	<input type="checkbox"/> Part 8B Form <input type="checkbox"/> Other CoC or document(s) <input type="checkbox"/> None	
Sample Arrival Check Sheet	<input type="checkbox"/> Part 8C Form <input type="checkbox"/> Other arrival document(s) <input type="checkbox"/> None	
Part 9: Daily Weather Records	<input type="checkbox"/> Part 9A Form <input type="checkbox"/> Other weather document(s) <input type="checkbox"/> None	
Other Meteorological Records	<input type="checkbox"/> Irrigation data <input type="checkbox"/> Greenhouse data <input type="checkbox"/> Other <input type="checkbox"/> None	

\*If **NONE** is checked, you are confirming that 1) there are no paper raw data records associated with this requirement; and 2) the eFDB forms have provided all required trial information for this requirement and were entered directly (not transcribed); or 3) these requirements do not apply to this trial (e.g. if no freezers were utilized, no freezer logs required).

## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

If the instructions below are followed, the IR-4 eFDB and Paper Raw Data can serve as both a scientific record and a legal document. Failure to comply is not necessarily a protocol deviation, but will result in time-consuming follow-up work by the Study Director, Regional Field Coordinator, QA Officer, and/or the Field Research Director.

1. One copy of each form (template) has been provided. However, some forms require completion of that form on various dates (e.g. Treatment Information Form must be completed for each application date). Prior to entering data, make appropriate number of photocopies of the template(s). Insert the Field ID on each page. If additional templates are needed, contact the Regional Field Coordinator, or print them from the IR-4 website under Food Crop Researcher – Resources / Field Data Book.
2. Some data requested on a form can be applicable to more than one IR-4 field trial. When this occurs, a verified true copy of the completed form can be made and inserted in the proper Part(s) of other IR-4 eFDBs and Paper Raw Data. A verified true copy is made by marking on the copy that "THIS IS A TRUE COPY OF ORIGINAL" or similar statement, noting which IR-4 eFDB or other documents contain the original and having the person responsible for verifying the copy, initial and date the verification statement.
3. Staples and paper clips should not be used on pages in the FDB. Photographs and small pieces of paper with data should be taped to a standard-sized, blank piece of paper.
4. PART 3B NOTES AND COMMUNICATIONS: Several trials within the same study under one Field Research Director may be documented on one form; but SEPARATE STUDIES MUST BE DOCUMENTED ON SEPARATE FORMS. When several trials are documented, true copies of the communication records must be uploaded to each eFDB to which the comments apply. (The original goes in one of the FDB's.)
5. Follow all directions on how to complete the paper FDB forms provided carefully. When completing paper forms, you should enter all of the requested information, if possible. If a particular form or section of the FDB form does not require a response, make a line-out (diagonal line from the top of the page or field to the bottom), then initial and date the line-out or the bottom of the page. (This does not apply to Part 3B.) If the requested data are not applicable, give an explanation. Most forms allow the submission of equivalent information versus completion of forms (e.g. verified true copy of recording temperature monitor printout instead of completing the temperature log). Either upload the required information via the provided paper form, or upload equivalent information to the eFDB.
6. All entries on paper should be clear, understandable, legible, and made with a pen in **indelible blue or black ink**. Changes to the raw data can only be made by **drawing a single line** through the original entry so as not to obscure it. The date, signature (or initials) and reasons for change (brief description or Error Code) must accompany any change. Acceptable Error Codes include (and can used in eFDB):

<b>AW=Accidental Write-over</b>	<b>LE=Late Entry</b>	<b>SP=Spelling Error</b>
<b>CE=Calculation Error</b>	<b>ME=Measurement Error</b>	<b>TE=Transcription Error</b>
<b>EE=Entry Error</b>	<b>NA=Not Applicable</b>	<b>UE=Unnecessary Entry</b>
<b>IE=Illegible Entry</b>	<b>NI=New Information</b>	<b>NR=Not Recorded</b>
<b>IW=Inappropriate Word</b>	<b>PE=Pagination Error</b>	<b>WE=Wrong Entry</b>

Other error codes can be used; however, the codes must be outlined in an approved SOP or noted in this IR-4 FDB. Circling error codes is not required, but may be done for clarity.
7. **Do not write on the back of any page in the FDB. Do not insert 2-sided documents (pages with printing on both sides) in the FDB. If necessary, make one-sided copies of 2-sided documents for the FDB, and save the original in facility files. The MSDS/SDS for the test substance and adjuvant are not needed in the FDB, though copies should be retained by the field personnel at each trial.**

## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

8. If entries are made on a paper page over more than one day, each day's entry must be initialed and dated. When more than one person enters data on a page in one day, each of the initials (or signatures) must be dated. Data that have been recorded on non-FDB pages that are being inserted into the FDB must be initialed and dated, even if the data are also transcribed onto an FDB page. Multi-page documents, which are themselves paginated, may be inserted into a FDB with initial and date on the first page only.
9. The FDB should be complete when submitted, with the permissible exceptions of laboratory receipt forms and certificates of analysis. Occasionally, additional exceptions may be made with the permission of the Regional Field Coordinator. Do not make a notation that the requested information will be submitted at a future date. Make a copy that includes each page of the IR-4 FDB for your records. **Send the original to the designated Regional Field Coordinator.**
10. If there are any questions on how to conduct research or capture information in the IR-4 FDB, contact the Study Director and the Regional Field Coordinator.



### PAGINATION INSTRUCTIONS FOR THE FIELD DATA BOOK

#### **Initial pagination of the Field Data Book:**

**Pages should be numbered consecutively within each Part, starting each Part with Page 1. Do not paginate sub-parts separately.** (There should not be Part 6A, page 1, followed by Part 6B, page 1. Part 6 is paginated as 1, 2, 3... until the last page in Part 6.) All pages, including those not originally part of the FDB (such as Bills of Lading), should be paginated and identified with the field ID number. Pages in Part 6 should be grouped by application#. I.e. all of the pages related to application #1 should come first, followed by all of the pages related to application #2, and so on.

#### **Additional pages inserted into the Field Data Book after it has been paginated:**

If a page is added after the FDB has been paginated, number that page with the previous page number and a letter. E.g. a page inserted after Part 6, page 15, would be Part 6, page 15A. If two pages had been added here, the second page would be Part 6, page 15B. The addition of these pages to the Field Data Book must be noted on the table on the next page, with the initials of the person who inserted the pages and the date of entry. **Each row of the table should include only pages entered within one Part on one date (see example below); however all entries made on one date should be initialed and dated as a group. After all new pages have been entered on a particular date, a horizontal line must be drawn across the "Initials" and "Date" column to indicate which entries are confirmed by the initials and date above the line.** Unused portions of this table should not be lined out. **The insertion of a page number does not require initials/date to be entered on that page**



Field ID No. \_\_\_\_\_

IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

## **Part 1**

**Include the SOP index with cover page and signature attached to the eFDB**

Field ID No. \_\_\_\_\_

IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

## **Part 2**

**Include the Part 2B. Qualification Summary\*, Curriculum Vitae (CV) or current resume for each GLP personnel**

\*This Part 2B. Qualification Summary form may be used to provide the required information instead of uploading a CV or resume. Temporary personnel do not need to provide a qualification summary, CV, or resume. Instead the Part 2C. Training Summary for Temporary Personnel eFDB form is used.

Field ID No. \_\_\_\_\_

## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

### PART 2. PERSONNEL INVOLVED IN TRIAL

#### B. QUALIFICATIONS SUMMARY (OPTIONAL)

*INSTRUCTIONS: Complete this Form, only if a current resume or Curriculum Vitae (CV) is not attached to the eFDB. Complete one copy of the form for each individual list in the Part 2.A Personnel Involved in Trial eFDB form.*

**If this form is not needed, it may be removed from the Electronic Field Data Book – Paper Raw Data. Instead, provide the documents uploaded to the eFDB (resume(s) or CV).**

NAME \_\_\_\_\_  
(PRINTED)

\_\_\_\_\_  
(SIGNATURE)

#### EDUCATION SUMMARY:

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#### WORK EXPERIENCE SUMMARY:

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#### SPECIAL TRAINING, QUALIFICATIONS OR ACCOMPLISHMENTS:

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ABOVE DATA ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PART 2 PAGE \_\_\_\_

Trial Year 2023

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COMPLETE IF APPROPRIATE: "THIS IS A TRUE COPY OF THE ORIGINAL" THE ORIGINAL IS IN IR-4 eFDB PAPER  
RAW DATA FOR TRIAL NO.: \_\_\_\_\_ INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

Field ID No. \_\_\_\_\_

IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

## **Part 3**

**Include all notes and communication documents attached to the eFDB:**

### **Notes and Communications Log\***

**\*Please use the Notes button in the eFDB to add any note or additional detail to any form or notebook. This optional log is provided if paper wet entry is preferred.**





Field ID No. \_\_\_\_\_

IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

## **Part 4**

**Include all documents attached to the eFDB related to the test substance(s) and adjuvant(s):**

**Shipping Document(s)**

**Certificate(s) of Analysis**

**Product Label(s)**

**Storage Temperature Log(s)**

**Balance Calibration Check Log\***

\*Balance calibration check log is only needed when the test substance or adjuvant is a dry formulation, or if samples are weighed with a GLP maintained scale. Either upload a paper log and attach a copy or the original to this section, or directly record the calibration check using the Part 4F. Balance Calibration Check form within the eFDB.

Field ID No. \_\_\_\_\_

IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

## Part 5

**Include all documents attached to the eFDB related to the test site or test crop:**

**Map(s) to the test site(s)**

**Map(s) of the test plot area within the trial site(s)\***

\*The optional Part 5B.1 Map of the Test Plot Area with the Trial Site form may be used for this requirement or provide equivalent information. Upload a map or the Part 5B.1 form to the eFDB.

**Plot Plan(s)\***

\*The optional Part 5C.1 Plot Plan form may be used for this requirement or provide equivalent information. Upload a plot plan or the Part 5C.1 form to the eFDB.

**Crop Document(s)\***

\*Seed packets, transplant information, etc (if used)

**Soil Characterization Document(s)\***

\*USDA soil surveys, lab characterization results, etc (if used)

**Trial Site History\***

\*Either directly enter in the eFDB form Part 5F. Trial Site History or provide equivalent information. If data was transcribed into the eFDB, provide the source (original or copy) of the data.

**Cultural Practices Log(s)\***

\*Either directly enter in the eFDB form Part 5G. Cultural Practice Log (or provide equivalent information. If data was transcribed into the eFDB, provide the source (original or copy) of the data.

**Maintenance Fertilizers and Pesticides Log(s)\***

\*All maintenance fertilizers and pesticides applied to the crop during the trial must be directly entered in the eFDB form Part 5H. Maintenance Fertilizers and Pesticide. If data was transcribed, provide the source (original or copy) of the data.

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## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

### PART 5. TRIAL SITE INFORMATION:

#### B.1 MAP OF THE TEST PLOT AREA WITHIN THE TRIAL SITE (OPTIONAL)

*INSTRUCTIONS: Provide a map of the test site using this form or equivalent information and upload to the eFDB.*

**If this form is not needed, it may be removed from the Electronic Field Data Book – Paper Raw Data.**

**Instead, provide the documents uploaded to the eFDB.**

INCLUDE:

- 1) North Direction
- 2) Test Plot Area
- 3) Entrance to Trial Site
- 4) Direction and distance from site entrance to test plot area
- 5) Irrigation source and meteorological equipment (if on site)

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## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

### PART 5. TRIAL SITE INFORMATION:

#### C.1 PLOT PLAN (OPTIONAL)

*INSTRUCTIONS: Provide a diagram of the plot plan using this form or equivalent information and upload to the eFDB.*

**If this form is not needed, it may be removed from the Electronic Field Data Book – Paper Raw Data.**

**Instead, provide the documents uploaded to the eFDB.**

**INCLUDE:**

**1)** The dimensions and locations of treated and untreated plots (including adjacent plots and the test chemical used on adjacent plots). **2)** Buffer zone distances between plots and distances between all plots in this study. **3)** Distances to permanent landmarks from at least two plot corners per plot (Optionally from two plot centers per plot for perennial crops) OR GPS coordinates for each corner of the plot (or two plot centers per plot for perennial crops). **4)** North direction. **5)** Slope direction and estimated percentage with an arrow pointing down slope. **6)** The number of rows and/or beds and their direction.

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## **Part 6**

**Include all documents attached to the eFDB related to the test substance application(s):**

### **Application Equipment Diagram(s)\***

\*The optional Part 6B.1 Diagram of Application Equipment form may be used for this requirement or provide equivalent information. Upload a diagram of the application equipment or the Part 5C.1 form to the eFDB.

### **Application Hand Calculations\***

\* The eFDB Form 11, 12 and 14 perform calculations for applications automatically. If hand calculations are also performed, provide the original documents and upload these to the eFDB.

### **Application Equipment Maintenance and Repair Log(s)\***

\*The optional Part 6M Application Equipment Maintenance and Repair Log form may be used for this requirement or provide equivalent information. Upload a log of the application equipment maintenance and repair or the Part 6M form to the eFDB.

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## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

### PART 6. APPLICATION RECORDS

#### B.1 DIAGRAM OF APPLICATION EQUIPMENT (OPTIONAL)

EQUIPMENT USED FOR APPLICATION NUMBER(S) \_\_\_\_\_

*INSTRUCTIONS: Complete a separate form for **each piece** of test substance application equipment used in the trial. Sketch a diagram and/or provide clear photograph or other image of application equipment. **If this form is not needed, it may be removed from the Electronic Field Data Book – Paper Raw Data. Instead, provide the documents uploaded to the eFDB.***

Include the following required items in the sketch or image:

- 1) Relative location and size of the target crop
- 2) Nozzle or hopper outlet placement in relation to crop
- 3) Application pattern in relation to crop
- 4) Assign each nozzle or hopper outlet a unique number

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## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

# Part 7

**Include all documents attached to the eFDB related to the crop harvesting, sampling, and storage:**

### **Harvesting, Sampling, or Processing Descriptions\***

\* The eFDB Part 7A.1 and 7A.2 provide prompts for entering the required sampling information. If additional descriptions or other documents are uploaded, provide the original documents.

### **Freezer Temperature Log(s)\***

\*The optional Part 7C Freezer Temperature Log form may be used for this requirement or provide equivalent information. Upload a table, graph, or other form of temperature log, or the Part 7C form to the eFDB.

### **Freezer Contents Log(s)\***

\*The optional Part 7D Freezer Contents Log form may be used for this requirement or provide equivalent information. Upload a freezer content log or the Part 7D form to the eFDB.

### **Freezer Maintenance and Repair Log(s)\***

\*The optional Part 7E Freezer Maintenance and Repair Log form may be used for this requirement or provide equivalent information. Upload a log of the freezer(s) maintenance and repair or the Part 7E form to the eFDB.







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## Part 8

**Include all documents attached to the eFDB related to sample shipment:**

### **Residue Sample Chain of Custody\***

Complete the required form Part 8B. Residue Sample Shipping Chain of Custody, upload the completed document to the eFDB, and include a copy in the sample shipment.

### **Sample Arrival Check Sheet\***

\*Provide a blank Part 8C. Sample Arrival Check Sheet form in the sample shipment. When the lab or processing personnel completed this form or provides equivalent information, it may be uploaded to the eFDB.



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<b>IR-4 PROJECT</b>	<b>PART 8C: SAMPLE ARRIVAL CHECK SHEET</b>		
<p><b>Note to Field or Processing Personnel:</b> Place a copy of this blank form inside each of the sample boxes before shipment. If a copy of the completed form is received back from the laboratory prior to completion of the eFDB, then upload the form to the eFDB and include a copy in the Part 8 eFDB Paper Raw Data.</p>			
<p><b>This form should be completed by the Laboratory Personnel, unless a similar form kept at the laboratory is used instead.</b> Complete all blanks in this form that apply to these samples. Keep this form and any accompanying shipping forms, such as Federal Express receipts and field cooperators' residue sample shipping forms, in the raw data file for this study. <b><i>Mail or e-mail a copy to the Field Research Director, the Regional Field Coordinator and the Study Director.</i></b> If multiple boxes from one trial are received, each with a copy of this form, then it is only necessary to complete one form for all of the samples.</p>			
Laboratory ID# (from Protocol Part 24 or amendment):			
Chemical:		Commodity:	
Field Trial ID# (format is 00000.YY-XX##):			
Shipper: <input type="checkbox"/> ACDS <input type="checkbox"/> Federal Express <input type="checkbox"/> Other:			
Shipping Reference#:			# Boxes:
Date Received:		Rec'd by (print name):	
<b>A. CONDITION OF SAMPLES</b> (check all that apply)			
<input type="checkbox"/> Frozen	<input type="checkbox"/> Dry Ice Present	<input type="checkbox"/> Fresh, Never Frozen	
<input type="checkbox"/> Thawed	<input type="checkbox"/> Sample Bags Intact	<input type="checkbox"/> Sample Bags Not Intact and Contents Mixed	
<b>B. FORM OF SAMPLES AS RECEIVED</b>		Matrix (e.g., roots, leaves):	
<input type="checkbox"/> Whole	<input type="checkbox"/> Halved or Quartered	<input type="checkbox"/> Sliced	<input type="checkbox"/> Other:
<b>C. RESIDUE SAMPLE CHAIN OF CUSTODY FORM</b>		Received with Samples: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Please note any apparent missing samples or protocol deviations in Section E.</b>			
<b>D. SAMPLE LOG</b>	Project Listed on the Laboratory's Master Schedule: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Lab Numbers Assigned:			Date:
<b>E. COMMENTS:</b>			
Signature/Date of person filling out this form:			

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IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

## **Part 9**

**Include all documents attached to the eFDB related to weather and irrigation (including greenhouse conditions, if applicable):**

### **Daily Field Trial Weather Records for Trial Period\***

\*The optional Part 9A.1 Daily Field Trial Weather Records form may be used for this requirement or provide equivalent information. Upload a table or other form of weather data, or the Part 9A.1 form to the eFDB.

### **Daily Greenhouse Temperature and Humidity Records\***

\*If this is a greenhouse or greenhouse transplant trial, provide the daily greenhouse min/max temperature and min/max humidity records, from the first application until the last crop sampling or transplant in to the field. Upload this information to the eFDB.

### **Irrigation Records\***

\*If irrigation records were collected, provide the original records or a true copy and upload this information to the eFDB.



Field ID No. \_\_\_\_\_

## IR-4 ELECTRONIC FIELD DATA BOOK - PAPER RAW DATA

### PART 9. WEATHER AND IRRIGATION RECORDS

#### A.1 DAILY FIELD TRIAL WEATHER RECORDS

*INSTRUCTIONS: Document field trial weather records by manually collecting information or by providing computer generated records. Weather records are required from the date of planting or transplanting of annual crops into the test plot(s), or for a minimum of one month prior to the first application onto perennial crops, until last residue sample collection. If the protocol requires that transplants are treated with the test substance prior to transplanting, then weather records are required from the date of seeding. If transplants are used for an IR-4 trial but no test substance applications are made prior to the transplanting, then temperature/humidity records are NOT required for the period prior to transplanting. Weather records that are collected manually must be recorded directly on this (or equivalent) forms daily. Document computer generated weather data by uploading to the eFDB and provide the original or true copy of the data printout in Part 9 of the eFDB Paper Raw Data. Whether manually recorded or computer-generated, please indicate the approximate time of day that weather data were collected. Be sure to date and initial all entries. **Greenhouse Trials:** Document daily min/max temperatures and daily min/max humidity.*

**If this form is not needed, it may be removed from the Electronic Field Data Book – Paper Raw Data. Instead, provide the documents uploaded to the eFDB.**

MONTH \_\_\_\_\_

Date/Initials	Air Temp. Min/Max	Rainfall	Irrigation	Date/Initials	Air Temp. Min/Max	Rainfall	Irrigation
1 /				17/			
2/				18/			
3/				19/			
4/				20/			
5/				21/			
6/				22/			
7/				23/			
8/				24/			
9/				25/			
10/				26/			
11/				27/			
12/				28/			
13/				29/			
14/				30/			
15/				31/			
16/							

TEMPERATURE UNITS: °F \_\_\_ °C \_\_\_ (Check one) MOISTURE UNITS: CM \_\_\_ Inches \_\_\_ MM \_\_\_ (Check one)

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